

CHILD CARE CENTERS
RECORDKEEPING ESSENTIALS
of the
CHILD AND ADULT CARE FOOD PROGRAM



January 2004

Missouri Department of Health and Senior Services
Division of Community Health
Community Food and Nutrition Assistance
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<http://www.dhss.mo.gov/cacfp>

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Child Care Centers
Recordkeeping Essentials of the
Child and Adult Care Food Program

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Alternate forms of this publication for persons with disabilities may be obtained by contacting the Missouri Department of Health and Senior Services, Bureau of Community Food and Nutrition Assistance, P.O. Box 570, Jefferson City, MO 65102, 1-800-733-6251. TDD users can access the preceding number by calling 1-800-735-2966.

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Recordkeeping Requirements for Child Care Centers

Child care centers receiving payment from the Child and Adult Care Food Program (CACFP) must keep full and accurate records pertaining to the food service. The records must be kept to support the claim for reimbursement and to verify that all CACFP requirements are being met. The records to be maintained are detailed below.

All records must be retained for a period of three years after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the end of the three-year period for as long as required for the resolution of the issues raised by the audit. All required records must be available for review by federal or state officials at all times. Failure to produce required records in a timely manner could result in re-payment to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-CFNA).

Sample forms and completion instructions for each record detailed below are included in this booklet. The institution may use these sample forms or other forms developed by the institution as long as the forms used record the required information.

Required records include:

1. **Copies of all menus.** Menus must be dated and indicate all components that were served. Menus must be maintained for each meal claimed for reimbursement. See page 5 and 7 for sample menu forms.

For infants 0 through 3 months old, a separate menu is required, which includes the amount of infant formula or breast milk offered, as well as an indication of the meal that is being claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack). It is recommended that the time served and the amount consumed be recorded as well. See page 9 for a sample menu form for an infant 0 through 3 months of age.

For infants 4 through 7 months old, a separate menu is required for each infant. Also required is the amount served and the name of the food item served, i.e. infant rice cereal, and an indication of the meal that is claimed (breakfast, a.m. snack, lunch, p.m. snack, supper, or evening snack). It is recommended that the time served and the amount consumed be recorded as well. See Page 11 for a sample menu form for an infant 4 through 7 months of age.

For infants 8 through 11 months old, a separate infant menu is required. The amount of food offered to the infant must be included on this menu. See page 13 for a sample menu form for infants 8 through 11 months of age.

Formula. Centers that claim meal reimbursement for infants in their care are required to offer an iron-fortified infant formula. The infant formula offered and iron fortified infant cereal must be one, which the majority of infants in care are consuming. Parents/guardians not wanting their infants to receive the center offered formula may bring infant formula or breast milk from home. However, if the center wishes to claim the infant's meals, the center must be providing at least one other optional component (infants 4 to 7 months old) or all other required components (infants 8 months to 1 year). In addition, the center must maintain on file a signed statement from the parent/guardian, verifying that the center offered infant formula was refused. See the Policy and Procedure Manual for Child Care Centers, Section 7.1, for more information on infant meal requirements. See page 15 of this booklet for an infant formula preference form.

2. All monthly **food purchase records/receipts** must be maintained to support claims for reimbursement and to document non-profit food service operations. Food receipts will be closely examined to assure that foods purchased match menus for the time-period and to assess the quantity of food purchased. If it is determined that inadequate quantities of food were purchased to meet minimum meal pattern requirements, then meals will be disallowed. For this reason, it is very important that all food receipts are maintained in a central location. Receipts must be dated, itemized, and legible. Do not purchase food from companies that do not provide itemized, dated receipts.
3. **Enrollment documents for each child claimed.** All children claimed for reimbursement must be enrolled at the center for care. Enrollment documentation must be obtained by the provider before any meals can be claimed for a child. Centers are encouraged to maintain a master listing to include:
 - a. all enrolled children
 - b. the claiming category for each child
 - c. the date the Income Eligibility Form (IEF) was signed by center personnel.

Use of the master listing will assist in keeping the IEFs updated on an annual basis. A sample form is included on page 17.

4. **Daily attendance records.** Daily attendance records must be maintained for each child. The attendance records **cannot** be used as a basis for completing the meal count record. However, the attendance records must support the meal count records. For example, if John Doe was claimed for a meal on October 17, the attendance records must indicate that John Doe was present on October 17.

For the CACFP, you must choose one of these methods for your attendance record:

- Time In/Time Out Record
(Option A or B) (see pages 19 and 21)
- Attendance Record (see page 23)

5. **Meal count records.** Each monthly claim for reimbursement must be supported by meal count records for each meal served during the month. The meal count record must indicate the meals served to each child by type of meal (breakfast, lunch, supper, or snack). Center personnel must physically record at each meal, the meals served to children by eligibility category (free, reduced, and paid). A maximum of two meals and one snack or one meal and two snacks may be claimed per child per day. A sample form is included on page 25 of this booklet.
6. **Non-profit food service verification.** The center must have documentation to verify that all of the CACFP reimbursement is being used solely for the conduct of the food service operation or to improve food service operations. Non-profit food service verification includes:
 - a. Documentation of income to the program. Income to the program includes all monies received from State, Federal, or local government sources, any center funds used to subsidize the food service program, any payments for adult meals, and any other income including loans and donations to the food program.
 - b. Documentation of food service expenditures. Food service expenditures include food purchase receipts or invoices, labor cost **supported by payroll stubs and time studies**, cost of expendable food service equipment, cost of maintaining non-expendable food service equipment, and indirect costs. A form for documenting food service labor cost is included on page 27 of this booklet.

Expendable equipment has a durability of less than two years with a cost of \$500 or less. **Non-expendable equipment** has a durability of two years or more and cost more than \$500. Examples of indirect costs are rent, utilities, office supplies, etc. A portion of indirect costs can be charged to the CACFP if there is documentation available to support the charge.

7. **Income Eligibility Forms (IEFs).** An IEF must be on file for each child claimed as free or reduced. IEFs must be updated annually. The IEF is effective for one year from the date the center representative signs and dates the form. See the Income Eligibility Guidance booklet for more information on proper completion of the IEF.
8. **Title XX documentation.** Title XX documentation must be available for for-profit centers. Title XX documentation includes the Department of Social Services - Division of Family Services (DFS) vendor invoices and a copy of the contract with DFS for vendor children. For each month claimed, the center must have verification that at least 25% of license capacity or enrolled children (whichever is less) were Title XX beneficiaries.

9. **Documentation of training to staff.** Staff must be trained at least annually with regard to the CACFP. Documentation of training must include:

- a. session dates
- b. locations
- c. topics
- d. names of participants

A sample form is included on page 31.

10. **Beneficiary data form.** To meet Civil Rights requirements, each center must physically count, at least once per year, the number of program participants in attendance by racial/ethnic category. Documentation of this count must be maintained on file. Use the form included on page 33 of this booklet.

11. **Food substitution for medical reasons.** Participants with medical or special dietary needs may have substitutions to the meal pattern only when supporting documentation is on file. The documentation must be signed by a recognized medical authority such as a physician, physician assistant, or nurse practitioner. See Policy 7.5 for more information. Use the form included on page 35 of this booklet.

12. **Miscellaneous documentation.** The following miscellaneous documentation must be retained:

- a. Child care center license.
- b. Copies of all applications and supporting documents submitted to the MDHSS-CFNA.
- c. Copies of all claims for reimbursement submitted to the MDHSS-CFNA.
- d. Copies of all correspondence from MDHSS-CFNA or to MDHSS-CFNA.
- e. Copy of CACFP Policy and Procedure Manual with all annual updated policies.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
MENU – USDA REQUIREMENTS

NAME OF CENTER/FACILITY _____

WEEK OF _____

YEAR _____

BREAKFAST	DATE	DATE	DATE	DATE	DATE
Fluid Milk					
Juice, Fruit, or Vegetable					
Grains/Bread Component					
Other Foods					
SUPPLEMENT <i>Serve 2 of 4 choices.</i>					
Fluid Milk					
Juice, Fruit, or Vegetable					
Grains/Bread Component					
Meat or Meat Alternate					
Other Foods					
LUNCH					
Fluid Milk					
2 Servings of Fruit and/or Vegetables					
Grains/Bread Component					
Meat or Meat Alternate					
Other Foods					

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
MENU – USDA REQUIREMENTS

NAME OF CENTER/FACILITY _____

WEEK OF _____

YEAR _____

SUPPLEMENT <i>Serve 2 of 4 choices.</i>	DATE	DATE	DATE	DATE	DATE
Fluid Milk					
Juice, Fruit, or Vegetable					
Grains/Bread Component					
Meat or Meat Alternate					
<i>Other Foods</i>					
SUPPER					
Fluid Milk					
2 Servings of Fruit and/or Vegetable					
Grains/Bread Component					
Meat or Meat Alternate					
Other Foods					
SUPPLEMENT <i>Serve 2 of 4 choices.</i>					
Fluid Milk					
Juice, Fruit, or Vegetable					
Grains/Bread Component					
Meat or Meat Alternate					
Other Foods					

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
INDIVIDUAL INFANT MEAL RECORD

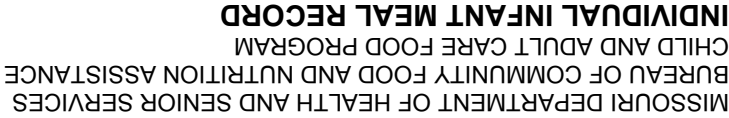
0 THROUGH 3 MONTHS

INFANT'S NAME		MEALS CLAIMED ☐ Breakfast ☐ Lunch ☐ Snack ☐ Supper		AGE (MONTHS)	DATE OF BIRTH
CENTER/PROVIDER		BREASTMILK ☐ YES ☐ NO		FORMULA TYPE	CLAIM MONTH/YEAR

CLAIM ONLY APPROVED MEALS

REQUIREMENTS	DATE		DATE		DATE		DATE		DATE	
	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME	AMOUNT EATEN	TIME
4-6 Oz. Breastmilk or Iron Fortified Infant Formula*										
4-6 Oz. Breastmilk or Iron Fortified Infant Formula*										
4-6 Oz. Breastmilk or Iron Fortified Infant Formula										
4-6 Oz. Breastmilk or Iron Fortified Infant Formula*										
4-6 Oz. Breastmilk or Iron Fortified Infant Formula*										
4-6 Oz. Breastmilk or Iron Fortified Infant Formula*										

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INDIVIDUAL INFANT MEAL RECORD

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
INDIVIDUAL INFANT MEAL RECORD

8 THROUGH 11 MONTHS

INFANT'S NAME		AGE (MONTHS)		DATE OF BIRTH	
CENTER/PROVIDER		BREASTMILK ☐ YES ☐		FORMULA TYPE	
				MONTH/YEAR	
CLAIM ONLY APPROVED MEALS					
List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready					
REQUIREMENTS	8-11 MO	Date	Date	Date	Date
BREAKFAST					
Iron Fortified Infant Formula or Breastmilk	6-8 fl. oz.				
Iron Fortified Infant Cereal	2-4 Tbsp.				
Fruit and/or Vegetable (not juice)	1-4 Tbsp.				
AM SNACK					
Iron Fortified Infant Formula ¹ or Breastmilk or Full Strength Fruit Juice	2-4 fl. oz.				
Crusty Bread (optional)	0-1/2 slice				
Crackers (optional)	0-2				
LUNCH					
Iron Fortified Infant Formula or Breastmilk	6-8 fl. oz.				
Iron Fortified Infant Cereal and/or	2-4 Tbsp.				
Meat, Fish, Poultry, Egg Yolk, or Cooked Dry Beans or Peas	1-4 Tbsp.				
or Cheese	1-4 Tbsp.				
or Cottage Cheese, Cheese Food or Spread	1/2 - 2 oz.				
Fruit or Vegetable (not juice)	1-4 oz.				
	1-4 Tbsp.				
PM SNACK					
Iron Fortified Infant Formula or Breastmilk or Full Strength Fruit Juice	2-4 fl. oz.				
Crusty Bread (optional)	0-1/2 slice				
Crackers (optional)	0-2				
SUPPER					
Iron Fortified Infant Formula or Breastmilk	6-8 fl. oz.				
Iron Fortified Infant Cereal and/or	2-4 Tbsp.				
Meat, Fish, Poultry, Egg Yolk, or Cooked Dry Beans or Peas	1-4 Tbsp.				
or Cheese	1-4 Tbsp.				
or Cottage Cheese, Cheese Food or Spread	1/2 - 2 oz.				
Fruit or Vegetable (not juice)	1-4 oz.				
	1-4 Tbsp.				

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
INFANT FEEDING PREFERENCE

_____ will feed your infant breastmilk provided by you and / or we
(name of provider)
will provide iron fortified infant formula.

The formula we provide is: _____

Please mark your preference (choose all that apply)

- ☐ I will bring expressed breastmilk for my infant.
- ☐ I will come to the center to breastfeed my infant.
- ☐ I want the center to provide formula for my infant.
- ☐ I will bring formula for my infant.

Please list kind of formula you will bring: _____

This center is participating in the CACFP. In order to claim meals for reimbursement, the center must provide infant cereal and other foods when your baby is developmentally ready for them.

Please mark your preference

- ☐ I want the center to provide solid food for my infant based on CACFP guidelines.
- ☐ I will bring solid food for my infant when he / she is ready for it.

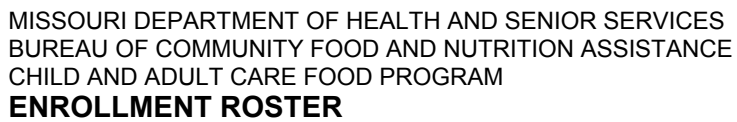
Name of infant _____

Signature of Parent / Guardian _____

Date _____

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Instructions for Completing Enrollment Roster

The enrollment roster is not a required record, however, will assist the center in tracking new enrollments and eligibility categories. The enrollment roster should be completed on an annual basis. Any new enrollees throughout the year can be added to the bottom of the list.

1. List all children enrolled at the center for child care (preferably in alphabetical order with last name, first name).
2. Indicate the child's claiming category (free, reduced, or paid).
3. Indicate the date which the child was enrolled.
4. Indicate the date which the IEF was signed by the center personnel.
5. Indicate the date which the child was terminated from the child care facility.



DATE _____

MO 580-1457 (9/01) CACFP-22

Instructions for Completing Time In/Time Out Record Option A

Option A uses one page for each day. All children's names are on the same page/pages listed alphabetically by last name.

1. Enter day of the week.
2. Enter calendar date indicating month, day, and year.
3. List the enrolled children (in alphabetical order with last name first).
4. Indicate in the "time in column" the time the child arrives at the child care center and the initials of the person who enters the time.
5. Indicate the time the child leaves the child care center and the initials of the person who enters the time.
6. Total the number of hours attended each day.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
MONTHLY ATTENDANCE TIME IN/TIME OUT RECORD

CHILD'S NAME _____

MONTH _____

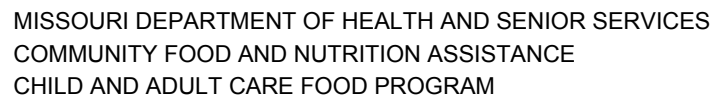
YEAR _____

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED ➡										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED ➡										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED ➡										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED ➡										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED ➡										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED ➡										

Instructions for Completing Time In/Time Out Record Option B

Option B uses one page for each child. Sheets are kept in a three ring binder notebook. New names can be added and old names removed as necessary. Each letter of the alphabet or each family name has its own tab making it easier to locate.

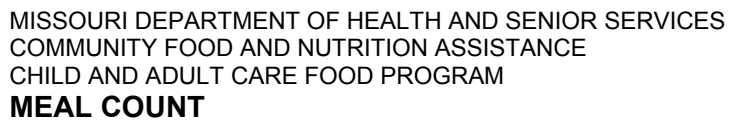
1. Enter the month and year.
2. Enter the child's name.
3. Enter the date of the week.
4. Enter the time the child arrives at the child care center.
5. Enter the time the child leaves the child care center.
6. Total the number of hours attended each day.



DAILY ATTENDANCE RECORD

Enter this number in section 7 of the claim for reimbursement

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Instructions for Completing Meal Count Form

The meal count must be recorded at the time of the meal service. Center personnel must physically count the children eating at each mealtime. The claiming categories for each child must be kept confidential.

1. Enter the calendar date, showing month, day, and year in appropriate spaces.
2. List enrolled children (preferably in alphabetical order with last name, first name).
3. For each child, indicate claiming category under the code box using the following codes:

X: Free category
Y: Reduced category
Z: Paid category

4. For each meal served, place a check mark under the appropriate meal type.
5. Calculate the total free meals, total reduced meals, and total paid meals for each meal category, across and down.
6. Meal Count Forms for seven-day operations are available upon request, by calling 800-733-6251.

Instructions for Documenting Non-Profit Food Service

1. Save all raw food receipts or invoices. Nonfood cost receipts or invoices can be charged to the food service if the nonfood product is necessary to the food service. Examples of allowable nonfood charges include paper napkins, straws, plastic utensils, cleaning supplies for the kitchen, etc.

Only those foods used for the CACFP can be charged to the food service. Food items such as coffee cannot be counted toward the CACFP food service costs.

2. Determine the total amount of raw food and nonfood costs. If this amount is less than the CACFP monthly reimbursement, document food service labor costs. If the amount of raw food cost for the month is greater than the CACFP reimbursement, the center does not need to document labor costs.
3. Determine the amount of labor spent on the food service. The attached form "Summary of Salary Expenses" will assist in determining how much labor cost can be charged to the food service. Each position used for the food service shall be listed. For each position, indicate:
 - a. The number of people in the position;
 - b. The salary per hour;
 - c. The number of hours spent on the food service; and
 - d. The total cost chargeable to the food program.

Labor cost charges must be supported by payroll stubs and time studies.

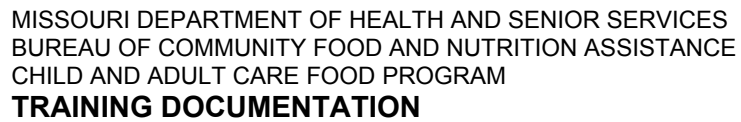
4. Determine the amount of income for the food program. Income to the food program can include monies received from state, federal, or local government sources, any center funds used to subsidize the food program, any payments for children's or adult's meals, and donations of food, supplies, equipment, or cash to the food program.
5. Add together the raw food costs, the nonfood costs, and labor cost. Compare this amount to the monthly CACFP reimbursement plus income to the program. If the CACFP reimbursement and income are greater than food service costs, contact MDHSS-CFNA for further instructions.

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Attendance Sign-In

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
BENEFICIARY DATA REPORT

A Beneficiary Data Report must be completed once a year to report the racial/ethnic category of participants enrolled in your center. Determine the participant's racial/ethnic category visually using your best judgement. A participant may be included in the category to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

NAME OF CENTER/FACILITY:

ADDRESS:

Racial/Ethnic Category	Number of Participants
Alaskan Native or Native American – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition (includes Aleuts and Eskimos).	
Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.	
Black (not of Hispanic origin) – A person having origins in black racial groups of Africa.	
Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	
White (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.	
SIGNATURE OF DIRECTOR 	DATE

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MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
CHILD AND ADULT CARE FOOD PROGRAM
MEDICAL FOOD SUBSTITUTION RECORD

The Child & Adult Care Food Program Requirements for Meal Pattern Substitutions Section 7.5 require food substitutions to be authorized by a recognized medical authority. Recognized medical authority includes physician, physician assistant, or nurse practitioner. The recognized medical authority must specify, in writing, the food to be omitted from the child's diet and the food or choice of foods that may be substituted.

CHILD'S NAME:

MEDICAL DIAGNOSIS / REASON:

SPECIAL ASSISTANCE/EQUIPMENT REQUIRED:

FOOD SUBSTITUTION LIST:

Fluid Milk	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)
Meat & Meat Alternative (e.g., eggs, cheese peanut butter, dry bean, yogurt, etc.)	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)
Bread, Cereal or Whole Grain Products	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)
Fruit & Vegetables or Juice	Allowed Substitutes	Texture (e.g., cut up, ground mince, puree, liquidity)

Additional Dietary Concerns and/or Required Equipment or Assistance Needed:

I (medical authority) certify that the above child must be provided a special diet or requires special accommodations as indicated above.

SIGNATURE

TITLE

DATE